



**Minutes of the Village Hall Management Committee Meeting held
on Tuesday 13th January 2015, 7.30pm.**

Chairman Nick Viney
Treasurer Hugh Cochrane
Secretary Tim Arnold

Committee Members Present

Jerry Burden, Jack Ross, Richard Sandham.

In attendance

Mark Norman

1. **Apologies** - Charles O'Reilly, Jenny Hynan, Adrian Wood.
2. **Minutes of the last Meeting** The Minutes of the previous Management meeting on 28th November 2014 were circulated and agreed.
3. **Matters Arising**
 - a. The new Gardening contract was circulated and approved.
 - b. Jerry Burden requested that names be recorded in full in the Minutes.
 - c. Nick Viney will continue to put the bin out as required.
 - d. Tim Arnold will amend the Ts&Cs to reflect the requirement for recyclable waste to be taken away by hirers.
 - e. Regarding item 6.d. The smoke alarms had been taken down in the School House, and have now been reinstated but their locations are not necessary correct. Nick Viney agreed to seek out an official safety check from the Fire Brigade, and arrange for alarms to be fitted in accordance with their advice.
4. **Treasurer's Report** The Treasurer outlined the following:
 - a. Net profit in 2014 was around £7.5K, a very good result.
 - b. Fundraising was up 8% on the previous year.
 - c. Electricity costs were well down, in part due to refunds on the Direct Debit.
 - d. Hugh Cochrane will close some of the near-dormant bank accounts.
 - e. With funding well up on target, all agreed to look at specific needs for refurbishment at the next meeting.
 - f. Some of the funds raised by the Fête may be allocated to the Church.
 - g. Nick Viney proposed a vote of thanks to Hugh Cochrane for his excellent work on the accounts, agreed by all.
5. **Investment & Refurbishment**
 - a. Hugh Cochrane presented details of the proposed new lighting for the Committee Room, with a quotation from Julian Harris. Some adjustments to wattage and dimmable centre lighting options were needed; all agreed to delegate the final decision to Hugh Cochrane and Tim Arnold.

- b. Tim Hoad and Richard Sandham were thanked for moving the marquee frame racks to the other side of the shed. The shed needs to be checked once it has settled into the new position, and the wedges adjusted accordingly.
- c. Tim Arnold will pass some of the old card tables in the car park store that need repair to Jerry Burden as we do not need to keep all of them.
- d. We will purchase some more of the round plastic outdoor cafe tables.
- e. Many thanks from the Committee to all those who have been on the gardening rota.
- f. The new gardener, Mark Norman, was welcomed to the meeting.
- g. Jack Ross agreed to amend the inventory once it is uploaded to a shared Google Drive site by Tim Arnold.
- h. All agreed to the purchase of a complete replacement of the VH crockery.
- g. The A1 frame design was approved - in silver alloy - the frames will be ordered once the content is near completion.

6. **AOB**

- a. Mark Norman suggested the Fête could be held on the playing field. It was agreed that this was up to the Events Committee to decide; Mark Norman would be invited to the next meeting.
- b. Jerry Burden had a suggestion for the appointment of Treasurer and agreed to ask him.
- c. Hugh Cochrane and Tim Arnold will sort out the filing cabinet before the next meeting.
- d. It was decided that the Tender for the VH roofing work should be awarded to Jerry Burden, but that a full stripping of even a section of the roof would not be necessary. Jerry Burden is to be asked to re-point and re-mortar the gable ends where needed, and to examine the membrane and battens from the gable end without removing more than a couple of tiles.

7. **Date of the next Meeting** The next meeting will be immediately after the AGM on Tuesday 31st March 2015.

Nick Viney
Chairman